

**EDGEWOOD ATHLETIC ASSOCIATION  
CONSTITUTION AND BY-LAW**

Revised 11/2006

**ARTICLE I**

The name of the corporation shall be Edgewood Athletic Association (EAA).

EAA was incorporated in the State of Washington on October 25, 1989. Our Unified Business Identifier Number is 601 209 322. The Treasurer shall file the nonprofit corporation annual renewal form and annual fee with the Office of the Secretary of State before March 1<sup>st</sup> of each year.

**ARTICLE II**

**Term of Existence**

The term of existence shall be perpetual.

**ARTICLE III**

**Objectives**

The objectives of EAA are to:

- A. Organize, promote and develop amateur athletics: and
- B. Encourage members, their families, friends and neighbors to participate in, coach or otherwise enjoy amateur athletics, particularly among young people, for the enjoyment and recreation of the youth of our community.

**ARTICLE IV**

**Membership**

All coaches and parents having paid the necessary registration fee are members of the EAA. The players are honorary members of this Association. Honorary members do not have voice or vote in the course of business meetings and may not run for elected office.

**ARTICLE V**  
**Registration Fees**

Registration fees are subject to revision annually and shall be decided upon by the Board of Directors.

**ARTICLE VI**  
**Board of Directors**

The Board of Directors shall consist of the elected officers, league representatives and chairs of the committees set forth in Article IX below. Administration of EAA shall be entrusted to the Board of Directors. All business at the Board meeting shall be conducted in accordance with Roberts' Rule of Order. The required vote for approval of any and all items voted on during a Board meeting, with the exception of the adoption and amendment of the Constitution and By-Laws, shall be simple majority of those Board members in attendance, the exception being the President, who shall only vote in case of a tie. Adoption and amendment of the Constitution and By-Law shall require a two-thirds' (2/3\_ vote of the Board members in attendance. A majority of Board members must be present to conduct business.

**ARTICLE VII**  
**Officers**

The office of the corporation shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer and Secretary. Officers are elected at general membership meeting to take place in November of each year, taking office in January for a term of two (2) years. Nominations from the floor will be accepted. No person is eligible to hold more than one (1) office at a time. The offices of the President and Secretary are elected in even years; the office of 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and Treasurer are elected in odd years.

**ARTICLE VIII**  
**Officers' Duties**

- A. President: The President of the Board shall supervise all activities of the Association, execute all instruments on its behalf, preside at all meetings of the Board and of the membership of the corporation, call such meetings of the membership as shall be deemed necessary (other than four (4) regular meetings of the membership and perform such other duties usually inherent in such office.
- B. 1<sup>st</sup> Vice President: The 1<sup>st</sup> Vice President shall be responsible for obtaining coaches, conducting coaches' meetings and acting for the President in their absence.
- C. 2<sup>nd</sup> Vice President: The 2<sup>nd</sup> Vice President shall record all players' registration forms and keep an up-to-date record thereof, receive and review all registration forms from players for eligibility, conduct the players' lottery and all other player transactions or selection meetings and make sure registration forms are sent out and collected.
- D. Treasurer: The Treasurer shall receive and be accountable for all funds belonging to the corporation, pay all obligations incurred by the corporation when payment is authorized by the Board of Directors, maintain bank accounts in depositories designated by the Board of Directors, render monthly financial reports to the Board and make financial reports to the members at each regular meeting.
- E. Secretary: It shall be the duty of the Secretary of the Board of Directors to keep minutes of all meetings and to perform such other acts as the President may direct. The Secretary shall also write any letters, if needed, to be sent to school districts, companies, etc.

**ARTICLE IX**  
**Standing Committees**

The following shall be the standing committees of EAA and their duties:

**Awards** – Obtain the best buys on awards for team members

**Equipment** – Obtain the best buys on equipment and takes inventory of equipment at the beginning and end of season. Distribute and collect equipment from coaches.

**Field Maintenance** – Schedule field maintenance days and get fields in shape. Get dirt when needed, set up work parties and maintain the fields throughout the season. Find a person to drag the fields and draw base lines.

**Lottery and Permission** – Get permission from school district and the City of Edgewood to use the fields. Set up lottery committee for the year. Order sani-cans for the year.

**Photos** – Find photo company, set up schedule with them for team pictures and distribute photos and sponsors' plaques.

**Registered Agent/Insurance** – The Registered Agent will keep an up to date records with the Washington State Non-Profit organization. Make sure that the treasurer pays all non-profit fees each year. Obtain the best buy for players' health insurance and league liability insurance.

**Rules** – Go over rules every year. Contact coaches, umpires and interested parents to go over the rules. Set up meetings with the coaches and umpire chairman, prior to the baseball season, to go over rules.

**Schedules** – Set up team schedules, find out from local schools on what nights they have their special activities and notify the umpire chairman of what nights there are games.

**Sponsors** – Find sponsors for the teams, send letters and have good public relations with all sponsors.

**Umpire** – Obtain and train umpires for the league. Keep an up to date record on amount of games that required an umpire. Submit fees to the treasurer in a timely manor so umpires can be paid for services.

**Uniforms** – Obtain the best buys on uniforms and hats. Have the sponsors' names and numbers on them. Distribute uniforms to coaches.

**Webmaster** – The webmaster will maintain the league website by updating the website when needed. The board of directors must approve all information submitted that will be put on the website before being allowed to be interred to the site.

The chairs shall be elected at a board or general membership meeting at anytime during the year for the term of two (2) years.

## **ARTICLE X General Membership Meetings**

There shall be at least three (3) general membership meetings each year. Elections of the Board shall be held in November of each year. Board meetings are the last Monday of each month or shall be called by the President when required or at the request of two (2) or more Board members. All ordinary business of EAA such as establishing the calendar, approving schedules, forecasting the budget, etc., shall be carried out at regularly scheduled Board meetings.

## **ARTICLE XI Vacancies**

Any office or committee chair shall be declared vacant if the person misses three (3) consecutive meetings, unless excused by the President. Any office or chair vacated for any reason will be filled for the completion of the elected term by the appointment of the President and elected officers subject to confirmation by a vote of the Board of Directors in favor of the appointee.

## **ARTICLE XII Member Discipline**

If at any time a member displays actions which, in the opinion of a majority vote of the Board of Directors of EAA, is detrimental to the Association as a whole, a letter of notification will be sent to the offending member signed by the Board of Directors. Any member falling into the category mentioned in this Article may, by majority vote of the Board of Directors, be dropped from membership in EAA, which written notification signed by the members of the Board of Directors, subject to appeal before the total membership at the next regularly scheduled meeting of the Association.

**ARTICLE XIII**  
**Insurance**

EAA will provide player insurance to cover accidents to its players during the season applicable to games and practice only.

**ARTICLE XIV**  
**Income and Disbursement**

Income of the Association shall be in the form of registration fees paid by each member and may also be derived from various club-sponsored fundraising and donations from outside sources. Disbursements shall be made by check and only by the direction of the Board of Directors. All checks must be signed by two (2) of the elected officers.

**ARTICLE XVI**  
**Teams**

Any division in the EAA having to play outside of EAA may have teams chosen on a semi-select system as follows: each coach may select up to nine (9) players for their team. The coaches' kids assistant coaches' kids and sponsors' kids shall be included in the nine (9) players chosen. The balance of the team will be selected from a blind lottery for each age level in that division, with emphasis on balancing the ages on each teams as best as possible.

Boys' Minor league coaches may pick up to six (6) players for their team. The coach's kids assistant coach's kids and sponsors kids shall be included in the six (6) players. All other divisions will be selected by blind lottery for each age level in that division.

Team player quantities will be determined by registration numbers and will be divided as equal as possible.

**ARTICLE XVI**  
**Fundraiser**

The Board of Directors shall first approve all fundraisers. All funds must be deposited and disbursed through the Treasurer of EAA.

**ARTICLE XVII**  
**Refunds**

There will be no refunds given out after teams have been finalized.

**ARTICLE XVIII**  
**Coaches**

The National Youth Sports Coaches' Association on an annual basis must certify one coach per team. EAA will pay the certification fee. Any coach failing to attend will be subject to Article XII of this By-Laws.

**ARTICLE XIX**  
**Player Eligibility**

Player eligibility to move up or down a level will be left up to the decision of the 2<sup>nd</sup> Vice President and the Executive Board.

**ARTICLE XX**  
**Open Lottery**

The lottery will be open to anyone wishing to be present to view it. There will be a lottery committee appointed to fill out the rosters by the Lottery Chairman.

**ARTICLE XXI**  
**WSP Criminal History Report**

All WSP Request for Criminal History forms will be handled only by the Edgewood Athletic Association Executive Board.

Coaches and/or assistant coaches will be required to have their completed forms turned in and processed before the team lottery. Failure to pass the WSP Request for Criminal History the Executive Board and the 1st Vice President will review report will notify the coach.

Any appeals will need to be presented in writing to the Executive Board.